

**MINUTES
VENDOR ADVISORY COMMITTEE
DECEMBER 11, 2008**

Members Present: Ken Storley, P.D. Morrison, Mike Masters, Greg Alexander, Gladys House, Diana Keller, Nancy Evans, Roy Mata, Arlene Dillworth

Staff Present: Ron Pigott, Chris Christine, David Duncan, Wes Ogilvie, Margaret Longest, Chuks Amajor, Paul Gibson, Cody Hays, Chris Conrad, Kit von Wupperfeld

The meeting was called to order by Ron Pigott at 10:10 a.m. All present introduced themselves.

Chris Conrad, Office of CPA General Counsel, reviewed training requirements for officials serving on governmental bodies subject to the Open Meetings and Public Information Acts. A one-time one-hour training session in each act is mandatory. In the case of the Open Records Act, the official can designate the governmental body's public information coordinator to be trained in their behalf. Ron recommended VAC members permit CPA to serve as their designee, and requested that forms so stating be filled out and returned to him.

Ron reviewed the purpose and function of the VAC, and its role as a tool to guide staff in issues relating to State of Texas procurement. In response to a question from Gladys, Ron explained that a disparity study was underway, to be completed by 9/30/09.

Ron reviewed the Committee's operating rules, and opened the floor to nominations for chair. Greg Alexander and Mike Masters were nominated, and nominations seconded. A show of hands resulted in Mike Masters' selection as chair. Greg Alexander was nominated for vice-chair; nomination was seconded and approved unanimously. P.D. Morrison and Gladys House were nominated for secretary, and nominations were seconded. By show of hands, P.D. Morrison was elected. Subcommittees will be established at a subsequent meeting.

The Committee reviewed the responsibilities of the Executive Committee, terms of service, attendance requirements, and recruitment. Upon Committee request, Ron agreed to provide the following:

- Tape recording of subsequent meetings, as well as a sign-in sheet
- Duration of terms of service for each member
- Computer links to the open records and open meetings act documents, as well as making notebooks with hard copies for each member
- Create an email account for the Committee, which he will monitor and forward as needed
- Will work with Mike to develop agendas and have them ready two weeks prior to scheduled meetings.
- Will have the January agenda ready for posting by December 19, and send to Committee members. Committee members should submit ideas for inclusion by Wednesday December 17 at 5 p.m.
- Provide a list of agencies included in the disparity study

Ken moved that the CPA HUB Coordinator and Director of TPASS serve as the two required State officials as permanent, non-voting, advisory Committee members. Seconded by Gladys and passed unanimously.

Greg moved that the Executive Committee and Subcommittee terms of service begin with the calendar year. Seconded by Gladys and passed unanimously.

Ken asked that TPASS come to the Committee with suggested changes in procurement procedures prior to implementation; Ron said that he would try to do so, but may not be able.

P.D. Morrison moved that the Committee meet monthly for the next six months. Gladys seconded. Passed.

P.D. Morrison moved that meetings start at 1 p.m. Seconded by Mike, and passed. Mike moved that meetings be conducted on the first Tuesday of the month. Seconded by P.D. Morrison and passed.

Ron reported on TPASS' involvement in the State's efforts during Hurricanes Gustav and Ike and recognized the incredible work of Cody Hays and Kit Von Wupperfeld, both of TPASS, during all of the weather events this past season. Ron stated that TPASS would like to re-structure or re-solicit existing contingency contracts used during the events to make them more useful to the state. He will bring this to the VAC as a February agenda item.

HUB issues were discussed, and Ron offered to have Rom Haghighi make a presentation on the disparity study. Outreach and establishing a subcommittee for it were mentioned. Paul Gibson, HUB Coordinator, stated that the HUB vendor recruiting events would be "taken on the road" to various cities.

Items suggested for the January agenda:

- Possible expansion of number of committee members
- Revisions to rules, to include start dates for Executive and Subcommittee service and that Ron will serve as facilitator of the Committee
- Addressing and updating the community about the Committee and its work
- Establishment of subcommittees
- Nominating Committee members to attend board meetings of organizations relevant to VAC work, as well as Legislative committee hearings
- Presentation on disparity study
- Presentation on TPASS and how it works

There was no public comment. The meeting was adjourned at 12:15 p.m.